



COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

PATRICK W. FINNERTY
DIRECTOR

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October 1, 2007

Dear Medicaid Providers and Comprehensive Service Act Teams:

The Department of Medical Assistance Services will be conducting training seminars for Medicaid providers and Comprehensive Service Act (CSA) teams. The training will focus on **Treatment Foster Care-Case Management (TFC-CM), Residential Treatment Facility (RTF) – Level C**, and include an overview of inpatient and outpatient mental health services for children. This training is recommended for administrators, clinicians, and staff responsible for authorizations, referrals, registration/eligibility verification, billing and claims follow-up. This seminar is also recommended for local CSA teams and Community Service Board staff to receive information about referring children for these services. Topics to be discussed:

- Admission Criteria
- Covered Services
- Prior Authorization Process
- Utilization Review
- Medicaid Eligibility Verification Options
- Billing on the CMS-1500
- Billing on the CMS-1450 (UB-04)

You will find information on the seminar sites attached, along with dates, times and a registration form. Please mail **or** fax your registration as designated on the registration form. The completed registration form must be received in our office **five (5)** business days prior to the scheduled seminar. **You will be contacted only if we are unable to accommodate your registration request.** Seminar registrations **will not** be accepted by phone.

People needing reasonable accommodations, should contact the Department of Medical Assistance Services at least two weeks prior to the seminar at (804) 225-4578. Accommodations will be provided upon request.

We look forward to your participation in our Medicaid Seminar. If you have any questions regarding these sessions, please call (804) 225-4578.

Sincerely,

Myra M. Smith
Trainer and Instructor III

Enc.: 2

TFC and RTF Training Sites

Date	Location
Friday – November 2, 2007 ***Registration 9:30 AM*** TFC-CM 10:00 AM – 11:30 AM RTF 11:30 AM – 1:00 PM Billing 1:30 PM – 3:00 PM	Roanoke Carilion Memorial Hospital 6th Floor Auditorium 1906 Bellview at Jefferson Street Roanoke, VA 24033
Wednesday - November 7, 2007 Registration 8:30 AM TFC-CM 9:00 AM – 10:30 AM RTF 10:30 AM – 12:00 PM Billing 12:30 PM – 2:00 PM	VA Beach Central Library Auditorium 4101 VA Beach Blvd. Virginia Beach, VA 23452
Thursday – November 15 Registration 8:30 AM TFC-CM 9:00 AM – 10:30 AM RTF 10:30 AM – 12:00 PM Billing 12:30 PM – 2:00 PM	Chippenham Hospital Kraus Auditorium 7101 Jahnke Road Richmond, VA 23225
Tuesday – November 27, 2007 Registration 8:30 AM TFC-CM 9:00 AM – 10:30 AM RTF 10:30 AM – 12:00 PM Billing 12:30 PM – 2:00 PM	Fairfax Government Center Meeting Rooms 2-3 12000 Government Center Pkwy. Fairfax, VA 22035

DIRECTIONS

ROANOKE- Carilion Roanoke Memorial Hospital, 6th floor Auditorium

From I-581: Take Exit 6 (Elm Street). Turn west on Elm (there will be a hospital on the left-ignore it). Continue on Elm and make a left turn on Jefferson Street. After 1.5 miles, you'll go over an overpass and see the hospital-Carilion Memorial Hospital on the left. Turn right on Weller Drive and make an immediate right on Crystal Spring Avenue. Then turn right on Bellview Ave. Go to the top of the hill and turn left into the parking garage.

VA BEACH- Virginia Beach Central Library- Auditorium

From I-264 East- Take Independence Blvd. (towards Pembroke). Turn right onto Virginia Beach Blvd. (U.S. 58). The library will be on the left. There will be a Central Library sign. **The entrance to the training is on the right side of the Library.**

CHIPPENHAM HOSPITAL – Kraus Auditorium

From the north: I-95 south to I-195 West. Merge onto the **Downtown Expressway** (toll). Exit onto **Powhite Parkway** towards VA-150/VA-288/US-60. Proceed on **Powhite Parkway** (toll) to the **Jahnke Road East** Exit. Bear right at the fork in ramp. Hospital will be on your right about ¼ mile. **From the south:** I-95 north to **Chippenham Parkway North**. Exit at **Jahnke Rd**, and turn right. Hospital is on the right. **Park in the Visitor and Employee Parking Area**. Enter through the entrance of Tucker Pavilion and take a right to Kraus Auditorium.

Fairfax – Fairfax County Government Center- Auditorium

From I-66, exit onto Fairfax County Parkway North (Route 7100, Exit #55B). Turn right onto Fair Lakes Parkway East. Turn right onto Monument Drive. Turn right onto Government Center Parkway. The Government Center is on the left.

From Route 50, exit on West Ox Road South (Route 608). Left turn at light on Monument Drive. Turn right at light onto Government Center Parkway. Government Center is on your left.

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
REGISTRATION FORM**

**Treatment Foster Care - Case Management
&
Residential Treatment Facility- Level C
Training**

PROVIDER NAME/
ID Number

PROVIDER ADDRESS

CONTACT PERSON (if questions):

TELEPHONE NUMBER:

FAX NUMBER:

EMAIL:

SESSION/LOCATION	NAME OF PARTICIPANT

PLEASE RETURN TO: DEPT. OF MEDICAL ASSISTANCE SERVICES

**TRAINING UNIT
600 E. BROAD ST., SUITE 1300
RICHMOND, VA 23219**

FAX: (804) 786-6229 or (804) 225-4393

INFORMATION: (804) 225-4578